

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Dear

Since full processing for permanent appointments normally takes more than three months, we have established an Interim Assignment Branch for those applicants whose employment is desired immediately. This is to advise you that you may enter this branch at once on a temporary basis pending completion of your full processing, at Grade , salary per annum, as

This temporary appointment will be made a permanent appointment in the Agency at the time the processing is completed and after you have taken the oath of office, a physical examination, signed a loyalty affidavit, and participated in a final security clearance interview. The gross salary quoted will be subject to deductions for United States income taxes and 6 percent for the United States Civil Service Retirement Fund.

If you are interested in this temporary position please advise this Personnel Office as soon as possible of the exact date that you will be able to enter on duty, by telephone, Executive 3-6115, extension 2322, or by telegram, 2430 E Street, N. W., Washington, D. C. attention , or of your desire to await the completion of your full clearance processing.

If you accept this temporary position please report to the Receptionist, 2430 E Street, N. W., Washington, D. C. at 8:15 a.m. on the reporting for duty date that you establish with this office.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

For your information you will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements can be made for a temporary loan with a financial institution if necessary.

Sincerely yours,

Chief, Personnel Division

NOTICE TO ENTER ON DUTY UNDER
PROVISIONAL CLEARANCE.